

MINUTES
STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES
Tuesday, March 9, 2021, 1:00 p.m.
Meeting via Zoom

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The meeting was called to order at 1:02 p.m.

Public Present: Penny Redli and Jennifer France spoke regarding the Museum of the Beartooth's ballot initiative.

Members Present: Maureen Davey, Chair; Lynda Grande, Kathleen Ralph, Linda Halstead Acharya, and Angie Osborne were present from the Board. Jennifer Reed, Secretary was present.

1. Approval of Minutes – February 9, 2021 – Kathleen moved to approve the minutes as amended. Linda seconded. Motion passed.
2. Communications – Nancy Schmidt, coordinator for the South-Central Federation said she would pass Kathleen's request for a trustee breakout session at the Federation meeting on to Pam Henley and Tracy Cook from the Montana State Library.
3. Financial reports: See Director's Report.
4. Library Director's Report – See attached.
5. Unfinished Business:
 - a. Vote on short-term goals: Attempts will be tracked as a method of measurement. Kathleen moved to approve the one-year goals for 2021-2022. Lynda seconded. Motion passed.
 - i. Establish a foundation: Responsibility of Trustees
 - ii. Increase outreach:
 1. Schools
 2. Senior citizens
 3. Hire adult outreach person
 4. Hire another Youth Programs Coordinator
 - iii. More educational programming
 1. Humanities
 2. Computer/Tech classes
 3. Makerspace – Introduce Idea
 - iv. Launch art committee
 - v. Continue Rejuvenating / Organizing the library
 1. Spine label all items in the library

2. Purchase more bookcases / furniture
 3. Purchase a 3D printer
- b. Naming policy: Tabled until more input is received.
- c. City / County library funding sources: Tabled. No action taken.
6. New and Miscellaneous business:
 - a. Establish Policy for Recording Meetings: Jennifer to present a draft policy at the next meeting.
 - b. Update Board of Trustees Calendar: Jennifer to bring an updated draft to the next meeting.
 - c. Establish 2021-2022 Budget Committee: Maureen, Linda, and Jennifer will serve as the budget committee.
 - d. Trustee Training Report: Angie, Lynda, and Kathleen shared points of interest from the trustee training conducted by Pam Henley. Items shared included:
 - i. Having an elevator speech
 - ii. Succession planning
 - iii. Roles of trustees and the director
 - iv. The importance of tone
 - v. Having a Disaster Plan
7. Announcements
 - a. Federation meeting Saturday, March 27th at 10:00 via Zoom. Nancy Schmidt to send out the agenda approximately a week prior.
 - b. Budget meeting with the Commission Thursday, April 15 at 1:30-2:30.
8. Adjournment: The meeting was adjourned at 2:57.

Next Meeting: April 13, 2021, 1:00 p.m.

Action Items:

- Jennifer to set up a meeting with Extension and the Museum of the Beartooths regarding future building
- Jennifer to circulate Valier's Disaster Plan
- Jennifer to prepare drafts of recording policy and Board of Trustees' Calendar
- Jennifer to add to next agenda: Succession planning, elevator speech, recording policy, Board of Trustees Calendar